
Subject: Provincial Organization Eligibility Criteria – Funding Model I
Effective: May 6, 2004
Revisions: November 17, 2009

1.0 Purpose

The Sport and Recreation Branch supports not-for-profit provincial organizations that assist it in the attainment of its goals.

This policy addresses the need to ensure that public funding is only provided to provincial organizations that are strongly based, properly administered, dedicated to improvement and responsive to membership needs.

Sport and Recreation Branch support may be available in the form of funding, programs and/or consulting services. The level of support provided will be dependent upon the competition for available resources and an organization’s contribution towards Branch goals.

2.0 Application

This policy relates to all sport, recreation and physical activity organizations with a province wide mandate.

3.0 Definitions

Sport: is a physical activity involving large muscle groups requiring mental preparation and strategic methods whose outcome is determined by skill, not chance. It occurs in an amateur, organized, structured and competitive environment in which a winner is declared. Its primary activity involves interaction of the participant and the environment (air, water, ground, floor or apparatus). Therefore, competitions in which the performance of motorized vehicles determine the outcome, are ineligible.

Recreation: is an activity that a person or group chooses to do to make their leisure time more interesting, enjoyable and personally satisfying. The Branch’s primary focus is on physical recreation.

Physical Activity: is all leisure and non-leisure body movement produced by the skeletal muscles and resulting in an increase in energy expenditure.

4.0 Legal Authority

The Youth Assistance Act



5.0 Goals / Principles

The Sport and Recreation Branch wishes to maintain an open policy with respect to identifying and supporting new provincial organizations. The Branch will consider support for sport, recreation and physical activity organizations that can support the attainment of Sport and Recreation Branch goals in a cost effective manner with appropriate levels of accountability.

6.0 Requirements / Standards

6.1 Not for Profit

6.1.1 Be registered as a not-for-profit organization under the New Brunswick or Federal Companies Act, or constituted as a not-for-profit organization.

6.2 Provincial Leader

6.2.1 Be the provincial leader in its business. The Sport and Recreation Branch supports the concept of a single umbrella organization in each sport or activity, providing services to all disciplines.

6.2.2 Be a member of its national association where one exists.

6.2.3 Have a constitution/by-laws that has been approved by the general membership and on file with the Sport and Recreation Branch.

6.3 Accountability

6.3.1 Have held an annual general meeting within the past 12 months and produced appropriate minutes and reports for its membership. Copies of the minutes to be provided to the Sport and Recreation Branch.

6.3.2 Have had an appropriate financial statement formerly approved by the membership within the past twelve months. Copies of such to be provided.

6.3.3 Have an executive/board which, through its constitution, supports the appropriate representation of all members.

6.3.4 Provide a list of board members with contact information.

6.3.5 Have held a minimum of two executive/board meetings during the past 12 months and produced appropriate minutes from these meetings. Copies of the minutes to be provided to the Sport and Recreation Branch.

6.3.6 Have membership from a minimum of three (3) of the Department's established eight (8) regions of the province.*

*Provincial organizations that do not meet the criteria due to a lack of facilities, man-made or natural, may be deemed eligible for support.

6.4 Language

- 6.4.1 Adopt the statement “ ‘Provincial Organization’ will strive to provide equitable services to members in their official language of choice.”
- 6.4.2 Identify a bilingual contact person to answer enquiries, provide information and basic services in either official language.
- 6.4.3 Publish basic contact information in both official languages.

6.5 Financial Policies

The Sport and Recreation Branch encourages provincial organizations to strive towards a position of financial strength through prudent financial management and establishing sources of non-government funding. The Branch encourages Provincial Organizations to build up a surplus in its general account equal to 3-6 months of its operating budget. However,

- 6.5.1 Any organization that accumulates a surplus in excess of 50% of its average expenditures (calculated over the previous 4 year period) must designate the excess funding towards a particular special project, special program or special fund (Capital or Legacy Fund).
- 6.5.2 Any organization who’s expenditures in a given fiscal year do not exceed the funding provided through funding model phase I, will be subject to a reduction in funding in the subsequent year that is equal to at least the unspent portion of the grant provided.

6.6 Core Funding

To be eligible for Core Funding support, provincial organizations must:

- 6.6.1 Be financially responsible and have its annual financial statement reviewed by a qualified independent source. Organizations receiving full-time staffing assistance must have their statements annually reviewed by someone with a professional degree in accounting, and must produce an audited financial statement at least once every four years.
- 6.6.2 Provide leadership development opportunities for its volunteers.
- 6.6.3 Have formal written communication with its membership, at least three times per year.
- 6.6.4 Have a formally structured club, league or association in a minimum of three (3) of the Department’s established eight (8) regions of the province and draw members from a minimum of 4 regions.
- 6.6.5 Have a minimum of 150 paid registered participants (individual based activities) or minimum 300 paid registered participants (team based sports). This criterion may be waived for groups for whom the main body of membership is comprised of special populations.

6.7 Sport Team Development Funding

In addition to the requirements for Core Funding support, eligibility for Sport Team Development support, a provincial organization must:

- 6.7.1 Be included in either the Canada Games, the Olympic Games and or the Paralympic Games. Sports with a large participation base in New Brunswick, sound development structure and national championships in which provincial teams compete, may be added to the list (e.g. Golf, Karate and Football)*.
- 6.7.2 Sanction a provincial championship/tournament each year.
- 6.7.3 Must sponsor a team of athletes to attend an Atlantic or national championship each year.
- 6.7.4 Must implement national officials certification and a coaching certification programs.

*Consultants will look at number of registered members, province-wide participation, length of continuous operation and factors such as leadership development programs, community profile and competitive structures.

7.0 Guidelines / Recommendations

A Consultant will assess a provincial organization's eligibility for services and support based on its response to the above criteria and following consultation with regional staff. The organization will be advised of its standing. Eligible organizations will be informed of the services and support available and invited to make application.

The Sport and Recreation Branch will determine the degree to which each individual provincial organization (ineligible and eligible) will receive consulting services.

Provincial organizations that do not meet all of the Core or Sport Team Development criteria may be granted provisional status and may only receive partial support. Provincial organizations will be advised of conditions to be met before full status can be attained.

New or re-applying provincial organizations that meet the criteria will be placed on probation for up to two years. During this time, they may only receive partial support.

8.0 Contact for More Information: Jeff LeBlanc (506) 457-4842

Sign-Off: Roger Duval, November 17, 2009

